

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS – ATASCADERO**  
**ACCOUNTING DEPARTMENT**

<b>JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST</b> <b>(BUDGET ANALYST - ACCOUNTS RECEIVABLE / ETP)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

Under the general direction of the Accounting Administrator II, the Associate Governmental Program Analyst is responsible for preparing and reviewing budgetary schedules; tracking and monitoring all budgeting and expenditures within the hospital; analyze operational trends and maintain supporting documentation; performs complex analytical and consultative staff services assignments related to the administration of a State Hospital.

40 %      **Provides analysis on budgetary allotments, expenditures and encumbrances to provide input and recommendations on effective course of actions for cost containment.** Responsible for development and analysis of monthly budget projections which includes analysis of budget line items. Preparation of reporting methods that include identification of trends for expenditures for both current month, current year, and prior years. Develop budget change proposals as required. **Review and analyze fiscal components; provide analysis and review of receivables and expenditures. Perform reconciliation and review of financial records. Conduct research and analysis on financial discrepancies and perform error correction and adjustments. Perform daily posting and review of cash receipts and disbursements in the Financial Information System of California (Fi\$Cal) system.**

25%      **Performs policy analysis, reviews and analyzes laws and proposed legislation on the impact to the Financial Services and the hospital budget.** Provides assistance and consultation on the more complex fiscal organization, staffing conformance with the State Administrative Manual (SAM) as it relates to separation of duties, legal mandates, and program evaluation. Assists in reconciling accounting records of various sub-modules within Financial Information System of California (Fi\$Cal). Records and balances on a monthly basis to ensure accurate and timely posting for month-end closing. Monitors and reviews Fi\$Cal weekly reports to ensure that all outstanding journals and cash management accounting entries are addressed and resolved promptly. **Responsible for tracking and reconciling all accounts receivables.** This includes establishing monthly reports for

outstanding salary advances, aged accounts receivables, abnormal balance accounts receivables and uncleared collection receivables. Acts as a liaison with Human Resource payroll section with analyzing, making recommendations and clearing accounts receivables. Assure that Payroll warrants are distributed timely. Prepares reports of unreleased SCO warrants for Human Resources and the Accounting Administrator.

- 15%      **Interfaces with Department Heads/Program managers and/or designees regarding budget allotments and advises appropriate action for problem resolution.** Independently compose correspondence related to analytical assignments. **Respond to requests for information from DSH-Sacramento and communicates directly with Budget staff from Sacramento and other agencies.** Interfaces with a wide variety of departments, State and Federal agencies, and hospital personnel. Assure compliance with legal mandates which govern hospital operations. Assures compliance with separation of duties requirements. Assists in reconciling accounting records of various sub-modules within Financial Information System of California (Fi\$Cal). Records and balances on a monthly basis to ensure accurate and timely posting for month-end closing. Monitors and reviews FI\$Cal weekly reports to ensure that all outstanding journals and cash management accounting entries are addressed and resolved promptly.
- 15%      **Responsible for tracking and reconciling all accounts receivables.** This includes establishing monthly reports for outstanding salary advances, aged accounts receivables, abnormal balance accounts receivables and uncleared collection receivables. Acts as a liaison with Human Resource payroll section with analyzing, making recommendations and clearing accounts receivables. Assure that Payroll warrants are distributed timely. Prepares reports of unreleased SCO warrants for Human Resources and the Accounting Administrator.
- 5%      Interfaces with internal and external control entities. Participates in special projects relative to hospital operations.

## **2. SUPERVISION RECEIVED**

Accounting Administrator II

### 3. SUPERVISION EXERCISED

N/A

### 4. KNOWLEDGE AND ABILITIES

**KNOWLEDGE OF:** Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

**ABILITY TO:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader, and appear before legislative and other committees.

### 5. REQUIRED COMPETENCIES

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

#### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

#### **SITE SPECIFIC COMPETENCIES**

1. Broad-based knowledge of hospital operations, budgetary process and practices, programs, and policies.
2. Governmental and organizational functions
3. Provide leadership and coordinate the work of multi-departmental teams.
4. Possess excellent communication skills.
5. Ability to gain and maintain the confidence and cooperation of staff at all levels of the organization, and outside agencies.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

1. Knowledge of Microsoft Word, Microsoft Excel, e-mail, and internet.
2. State Accounting applications including but not limited to Fi\$cal.

**6. LICENSE OR CERTIFICATION**

N/A

**7. TRAINING** - Training Category = 3

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee's Signature

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Print Name

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Date

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Supervisor's Signature

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Print Name

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Date

**DUTY STATEMENT – AGPA (Accounting)**

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Reviewing Officer's Signature

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Print Name

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Date